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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 22 July 1957

FROM : Chief, Clerical Training

SUBJECT: Report Number 30, Week of 16 - 22 July 1957

1. Numbers in Clerical Induction Training. During the week of 16 July there were people in Clerical Induction Training. It continues to be necessary to hold trainees for additional skill training. As a result we conducted three shorthand classes and six typewriting classes during this week. 25X1

2. Numbers in Clerical Orientation Training. In Clerical Orientation there were people for the week of 16 July. 25X1

3. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 16 July were as follows:

	Tested	Qualified	25X1
Shorthand			
Typewriting			

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